

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The Wayne County Commission is in the process of selecting a Project Engineer to provide engineering services for the following project: HERITAGE FARM ACCESS STUDY/DESIGN REPORT.

Professional services will include the following items; development and completion of an access study/design report to plan and develop an alternative entrance to the Heritage Farm Museum and Village (3300 Harvey Rd, Huntington, WV 25704) from WV Route 152. Said access study/design report shall evaluate the existing access to the Heritage Farm Museum and Village and examine the costs and social, environmental and economic impacts associated with conceptual alternatives that improve access to the facility that will serve as the basis for the future completion of more detailed environmental and design documents leading to the implementation of a Design-Build option. Procurement of said services shall be made in accordance with Chapter 5G-1-3 of the West Virginia State Code. Contracts are to be awarded on a lump sum/fixed fee basis.

All consultants interested in being considered for this project must submit six (6) copies of their proposal detailing prior experience in the completion of similar design studies, technical expertise and personnel qualifications. Proposals must be submitted by **3:00 p.m. local time on Friday, August 19, 2016**, to Wayne County Commission, James Boggs, County Administrator, Wayne County Courthouse, 700 Hendricks Street, Wayne, WV 25570. Proposals submitted by United States Postal Service must be mailed to: Wayne County Commission, P.O. Box 248, Wayne, WV 25570. All proposals must be submitted in a sealed envelope which is clearly marked "Engineering Proposal for the Heritage Farm Access Study/Design Report". Should there be any questions, please contact Mr. Boggs at (304) 272-6592 or via email at jimmyboggs@waynecountywv.org.

The Commission will evaluate the proposals received on September 8, 2016. Interviews will be held on or about September 22, 2016 and final selection of a consultant will be made on October 6, 2016. All project activities are to be completed by June 30, 2017.

Consultant firms must be prequalified by the West Virginia Department of Transportation (WVDOT) in all areas required in preparing comprehensive Transportation Plans. Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

The objective of the competitive process is to objectively select the firm that will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily. The seven (7) categories that the proposals will be judged upon are as follows:

1. A list of key staff members to be assigned to the project, including Project Manager. Identification of personnel and number in each category (i.e. project

- engineers, technicians and other responsible staff) assigned to this project.
2. A brief description of the experience of the firm's personnel on similar projects.
 3. A representative listing of projects similar to the proposed project performed by the firm and cut-sheets for comparable projects-if available.
 4. A list of the firm's current workload relative to capacity and availability to provide requested services.
 5. A list of significant sub-consultants and staff members assigned to the project, their current prequalifications categories, the percentage of work to be performed by each and DBE status.
 6. The location of the primary office where most of the work will be performed.
 7. Professionalism and completeness of proposal

A committee of representatives from the Wayne County Commission shall evaluate the statements of qualifications and performance data and other materials submitted by interested firms and select a minimum of three firms, which, in their opinion, are best qualified to perform the desired service. Interviews with each firm selected shall be conducted and the committee shall conduct discussions to evaluate the presented information. The committee shall then rank, in order of preference, no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for said services. Should the Wayne County Commission be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake negotiations with the third most qualified professional firm. Should the Commission be unable to negotiate a satisfactory contract with any of the professional firms in order of their competence and qualifications, the Commission shall continue negotiations in accordance with these procedures until an agreement is reached.

This contract is subject to the provision of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Enterprise participation). The consultant must use good faith efforts to include DBE subconsultants and to comply with the DBE goals established by the West Virginia Department of Transportation (8.77%). The Wayne County Commission will afford full opportunity to minority and women owned business enterprises to respond to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the awarding of this contract.

The contract will be awarded to the responsible offer determined to be most advantageous to the Commission. However, the Wayne County Commission reserves the right to accept or reject any and all proposals.

Robert E. Pasley, President
Wayne County Commission